

**AIRPORT COMMISSION
JULY 16, 2020
MOTION SUMMARY**

ITEM 1. Roll Call

Chairman Amidon called the virtual meeting to order at 6:30 p.m.

Members Present: Christopher Acker, Walt Gaub, Timothy Smith, John Lewis, Mayor Riggle, Vice-Chairwoman Janie McIntire, and Chairman Charlton Amidon

Staff Present: Joe Bullis, Public Works Superintendent, Kevin Piatt, Airport Operations Supervisor, and Bill Ferrigno, Public Works Director/City Engineer

The Clerk introduced Mayor Riggle as the new council representative for the Commission.

ITEM 2. APPROVAL of the Motion Summary of the meeting of the Airport Commission held on January 16, 2020, as recorded and transcribed.

Vice-Chairwoman McIntire informed the Commission that there was an error in the minutes which reflected that Mr. Acker was present at the meeting.

Motion: Vice-Chairwoman McIntire moved to approve the Motion Summary as amended of the meeting of the Airport Commission held on January 16, 2020, as recorded and transcribed, seconded by Mr. Lewis. Motion approved by a 7-0 vote.

ITEM 3. PUBLIC COMMENTS

There were no public comments.

ITEM 4. REVIEW of Strategic Business Plan Final Draft

Mr. Ferrigno discussed the Strategic Business Plan draft that was provided to the Commission. He recommended that the Commissioners read through it and create a list of questions to staff to make corrections and additions. He discussed bringing the consultant back to a future meeting for further discussions.

ITEM 5. REVIEW AND DISCUSSION of Proposed Changes for the 2021 Hangar Lease

Mr. Ferrigno discussed the draft lease that was included in the packet for the Commissioners. He discussed that there will be a change from semi-annual leases to annual leases. Other changes are to clarify FAA rules and regulations for T-Hangars, and that the airport is in a position to not keep tenants that are not following the rules and lease agreement. Language was changed with fee increases on late rent or missed payments.

Mr. Bullis discussed Section 2 in regard to sub-leasing hangars. He researched other airports leases regarding sub-leasing. Many comparable airports do not allow for sub-leasing. He discussed that this option remains with stipulations. The Commission was in agreement for the language relating to sub-lease. The Commission discussed the lease requirement that that hangar only be used for aircraft. Mr. Lewis discussed having a desk and some tools in his hangar. The Commission discussed FAA rules to not allow for personal vehicles and materials stored in the hangar. Mr. Ferrigno discussed that this is a safety issue as staff does not know how much fuel, if insured for or other storage items, such as boats and cars.

ITEM 6. DISCUSSION of 2021 Hangar Lease Rates

Mr. Ferrigno discussed that the lease rates were modified in 2016 and 2017 with no changes since then. He recommended making a mark up of the fees at the next meeting to get feedback and notify the tenants. Mr. Lewis questioned if there was any discussion to have additional T-Hangars. Chairman Amidon discussed being approached by individuals on how to get a T-Hangar. Mr. Piatt discussed the list that they keep for T-Hangar space. He reviewed how many individuals are on a current wait list for T-Hangars and tie down space. Mr. Ferrigno recommended provided proposed changes to lease rates at next meeting. Mr. Smith questioned where the airport is at being self-sustaining. Mr. Ferrigno discussed reviewing the airport funding schedule at the next meeting.

ITEM 7. UPDATES on Airport Capital Improvement Projects

Mr. Bullis reviewed updates for Airport Capital Improvements through 2025 and grant funding and other revenue sources. There is an expected decrease in grant funding by approximately 20% related to COVID-19.

ITEM 8. STAFF COMMENTS

Mr. Ferrigno discussed a complaint received regarding the traffic flight patterns. This individual was invited to attend the meeting and was unable. Mr. Lewis discussed if there are additional complaints for staff to notify new pilots and tenants of the flight pattern. Mr. Ferrigno to provide this message to all tenants. Vice-Chairwoman McIntyre discussed that she resides close to the

original complaint and that she has not noticed all day long plane traffic and noise. She was in agreement with the original response from staff to the resident regarding his complaint.

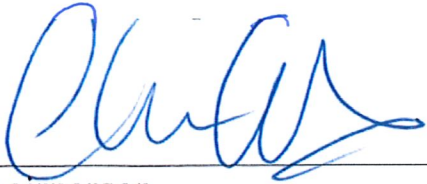
Mr. Bullis discussed changes from eSign Genie to DocuSign.

ITEM 9. MEMBER COMMENTS

ITEM 10. NEXT MEETING DATE: October 15, 2020

ITEM 11. ADJOURNMENT

Motion: Mr. Smith moved to adjourn the meeting, seconded by Mr. Lewis. The Airport Commission meeting adjourned at 7:46 p.m.



Chairperson



Clerk